

# Service Coordination Board Meeting Summary

Date: 6 June 2012

Members in attendance:

	Member	In Attendance
AES	Patric Den Hartog*	√
	John Maclean	
	Geoff Pile*	√
ASD	Michael Borland	√
	Ali Nassiri	
XSD	Mark Beno	√
	Chris Jacobsen	
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

\* Den Hartog standing in for Pile as an AES ADD during Pile's assignment to the APS Upgrade Project

Secretary: Steve Davey

## Agenda/Action Items from 30 May 2012 Meeting

1. Action item: Davey to notify Markovich and Glagola that they will be designated as the XSD team representatives for safety interlocks and Floor Coordinator support, respectively. Closed
2. Action item: Borland to revisit plans with Decker regarding plans/requirements for the relocation of ASD from Sector 35. Open
3. Action item: Borland to update the estimates of effort requirements for the remainder of the fiscal year for SCU0. Closed – provided after the meeting.
4. Action Item: Davey to update the milestones in the project proposal system for SCU0.
5. Action item: Davey to change the status of projects that have been actively worked on to a status of *Provisionally Approved*. List of approved and provisionally approved projects to be available for next meeting. Closed – distributed at the meeting.
6. Action Item: Jacobson to advise Rose that a project proposal is to be submitted. Open

## Summary of new action Items:

1. Due to conflict with DOE review on 13 June, reschedule next meeting for 14 June. (Davey)

2. Review draft ASD matrixed team list. Controls to be added to list of ASD support groups with matrixed personnel. Provide revised list with time commitment estimates to the Board Secretary. (Borland)
3. A new proposal for the new DCCT to be submitted. (Borland)

## Summary

- Working draft of matrixed teams distributed and discussed:
  - Fornek asked when personnel may be reassigned to the teams. Pile: ASAP.
  - A transition time will be needed, goal for full implementation: FY13.
- Proposals
  - Proposals that have been receiving support have been promoted from a status of *Submitted* to *Provisionally Approved*. The division-specific list of proposals currently provisionally approved was distributed at the meeting to the respective division representatives.
  - Approval of the proposal for the relocation of ASD from Sector 35 remained provisionally approved pending a clarification of the scope – **Ongoing action item: Borland to revisit plans with Decker.**
  - The new DCCT is to be submitted as a separate proposal. **Action item: Borland**
  - Create proposals for tasks being worked on but for which there is not a proposal. **Ongoing action item: Davey**
  - SCU0 estimates have been revised – **Action item: Borland to update the estimates of effort requirements for the remainder of the fiscal year.**  
**Action Item: Davey to update the milestones in the project proposal system.**
  - Potential SCU0 bellows modifications are an open issue.
  - Beno: A revised scope is needed for the work in 1-BM.
- **Action item: Davey to provide Board members soft copies of Excel template for reporting project status sheets.**
- Beno asserted that the Upgrade Project is a high priority and resources will be provided to support it.